

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
December 17, 2015

SUBJECT: Proposed seven lot planned unit development subdivision at 4096 Cornwall Street.

FILE: PA-15-44

ATTENDEES: Applicants: Rick Givens, Darren Gusdorf, Bruce Goldson, Mark Handris
Staff: Peter Spir, Jennifer Wells (Planning), Khoi Le, (Engineering)

The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any "follow-up" items identified during the meeting. These comments are PRELIMINARY in nature. Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.

Site Information

Site Address: 4096 Cornwall Street
Tax Not No.: tax lot 6300 of Assessor's Map 21E36BA
Site Area: 2.17 acres
Neighborhood: Sunset NA (Barrington Heights NA on south property line)
Comp. Plan: Low density residential
Zoning: R-10 (Single family residential detached/10,000 square foot minimum lot size)
Applicable code: CDC Chapter 85: Land Division (subdivision)
CDC Chapter 24: Planned Unit Development (PUD)
CDC Chapter 11: R-10

Project Details: The applicant proposes a seven lot subdivision on a steeply sloped site. Per CDC 24.060(B) (1) "Any development site composed of more than 25 percent of Type I or Type II lands, as defined by CDC [24.060\(C\)](#), shall be developed as a PUD."

Preliminarily, it appears that over 25% of the development site (street, graded areas, home sites) comprises Type I or II lands (esp. slopes over 25%), so a PUD is required. All lots exceed 7,000 square feet, consistent with the transition requirements of CDC 24.140(B) (4).

The applicant proposes to connect Cornwall Street with Landis Street but not develop the lower portion of Cornwall Street ROW due to grades in excess of 40%. Development of the ROW can be waived per 92.010(A) (1) (b).

Two open space areas are shown but they could be absorbed into adjacent parcels since the interest of significant tree protection can be served by easements.

Providing for the future development of the undeveloped property east of Cornwall Street ROW is required. Pedestrian connections to the south via Cornwall Street ROW should be considered. There are a number of trees, including oaks, of potential significance at the site. A tree inventory is required.

Engineering Division Comments

The applicant should contact Khoi Le of the Engineering Department to determine required improvements at Kle@westlinnoregon.gov. TVFR comments are available from Ty.Darby@TVFR.com.

Process

For the Subdivision, address the submittal requirements and approval criteria of CDC Chapter 85. There is a deposit fee of \$4,200 plus \$200 a lot plus final plat fee of \$2,000 and a final inspection fee of \$500. For a PUD, address the submittal requirements and approval criteria of CDC Chapter 85. The deposit fee is \$4,200 plus \$400 an acre.

N/A is not an acceptable response to the approval criteria. The submittal requirements may be waived, but the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Manager and must identify the specific grounds for that waiver.

A neighborhood meeting is required per CDC 99.038. Follow the requirements of that section explicitly. The site is within the Sunset neighborhood. Please contact the neighborhood president at SunsetNA@westlinnoregon.gov. The Barrington Heights neighborhood is to the south of the property. Please contact the neighborhood president at BHTNA@westlinnoregon.gov.

Once the application and deposit/fee are submitted, the City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided. Once the submittal is deemed complete, a hearing with the Planning Commission will be scheduled.

Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

Typical land use applications can take 6-10 months from beginning to end.

DISCLAIMER: This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application **or provide any assurance of potential outcomes**. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. **A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.**